



**STATE OF MONTANA
SECRETARY OF STATE'S OFFICE
JOB PROFILE AND EVALUATION**

SECTION I - Identification

Working Title: Assistant Editor

Department: Secretary of State

Class Code Number: 273414

Division/ Bureau: Administrative Rules &
Notary Services

Class Code Title: Editor

Section/ Unit: Administrative Rules

Pay Band: 4

Work Address:
1301 E. 6th Ave.
Helena, MT 59601

Position Number: 32166513

Phone: 444-2055

☐ FLSA Exempt

☒ FLSA Non-Exempt

Profile Completed By:

Work Phone:

Work Unit Mission Statement or Functional Description:

The Secretary of State is one of six executive-branch officers originally designated by the Montana Constitution of 1889. The Office of the Secretary of State (SOS) is responsible for all business registrations. The SOS reviews, approves, maintains, and distributes records of business and non-profit organizations; and files and maintains records of secured financial transactions under the uniform commercial code. The SOS records notary public registrations and maintains the official records of the executive branch and the acts of the Legislature. The SOS administers the state's record center and provides state-wide records management services. The office serves as the central filing and publication source for the Administrative Rules of Montana and the Montana Administrative Register. The Secretary of State serves as Montana's chief election official and is responsible for the application, operation and interpretation of elections laws except those pertaining to campaign finance. The Secretary of State serves on the Board of Land Commissioners and the Board of Examiners.

The Secretary of State's Office is divided into five divisions: Administrative Rules and Notary Services, Business Services, Elections and Government Services, Executive Services and Records and Information Management. The Administrative Rules Unit is included in the Administrative Rules and Notary Services (ARNS) Division. This Division executes the duties of the Secretary of State's Office under the Montana Administrative Procedure Act and in the commissioning of notaries. The Administrative

Rules Unit provides services including technical guidance to state agencies, research, and the filing, indexing, organizing for publication, and distribution of the Administrative Rules adopted by state agencies in the Administrative Rules of Montana and the Montana Administrative Register.

Administrative rules are the mechanism adopted by executive branch agencies to carry out the Montana Code Annotated (MCA). In most situations, the proper adoption of administrative rules is as important as the authorizing statute as the rules have the force and effect of law. The tools for statutory enforcement flow from administrative rules. Executive actions and judicial decisions have a direct relationship to rule content.

Describe the Job's Overall Purpose:

This position is an Assistant Editor and, along with an Editor, is responsible for the production and final publishing of the Montana Administrative Register and the Administrative Rules of Montana. The position conducts technical compliance, usability, and readability reviews of state agency-submitted Register notices and proposed content changes; provides technical assistance and training to state agencies; provides customer support services and prepares electronic and print publications for publishing. The position is the subject matter expert on Montana Administrative Register filing requirements for the office and reports to the ARNS Division Deputy. This position does not supervise other agency personnel.

SECTION II - Major Duties or Responsibilities

% of Time

1. Duties

A. Editorial review and publishing

70%

Conducts compliance, usability, and readability reviews of state agency-submitted Register notices, ARM replacement rules, and proposed changes to ensure legal accuracy and compliance with the Montana Administrative Procedure Act, Secretary of State's Model Rules, and agency regulations and policies; ensures proper format, syntax, punctuation and grammar; ensures Register consistency; and ensures information is researchable and usable by industry experts and the public. Publishes the online and print versions of the Register and the ARM.

- 1. Evaluates state agency-submitted Register notices and ARM replacement rules and pages** to ensure compliance with applicable statutes and regulations and to identify and correct errors or inconsistencies. Critically reads notice and replacement rule submittals to ensure consistency and conformity with agency standards. Resolves issues of noncompliance by correcting format errors and/or recommending changes to state agencies, including the nature and ramifications of noncompliance with rule and statute and options to bring the submittal into compliance.

Critical review includes evaluating the completeness of the fiscal impact statement; reviewing reasonable necessity statements; confirming the presence

- of authorizing and implementing Montana Code Annotated (MCA) citations; ensuring inclusion of information on alternative accessible formats to comply with the Americans with Disabilities Act; and ensuring proper documentation of references, history, and related information. Evaluates rule notice statutory timeframes to ensure that publication, adoption, request for public hearing, comment period, and submission deadline dates conform to statute requirements. Evaluates references and citations to ensure the rules and supporting documentation are usable and accessible for legal research purposes.
2. **Prepares documents and publish online and print versions of Register and ARM pages.** Plans Register and ARM contents according to the publication style, proper legal sequence, and publishing requirements. This includes compiling and arranging notices and special sections in the appropriate format; checking the accuracy of cross reference tables and indexes, proofing and inserting numbers and text as needed; and preparing camera-ready copy for print publishing. Completes detailed review process. Proofs, edits, corrects and mails out agency-submitted ARM replacement pages.
 3. **Manages the day-to-day information submission and process for web-based Register content.** Performs tasks on the ARMI system application to process the notice submittals and publish online Register. Provides technical guidance to state agencies on the use of the ARM application system. Identifies application issues using knowledge of application and works with IT staff and ARM deputy to resolve issues.
 4. **Identifies errors, inconsistencies, and alternatives for enhancing rules** by suggesting new rules, amendments and revisions to ARM per state standards. This includes determining the need for rule changes based on analysis of submitted rules; documenting the need for revisions; preparing recommendations for revisions and proposed new rules; and ensuring recommendations are provided to the appropriate agency personnel. Coordinates with ARM Editor to incorporate online ARM Editor's notes for clarity.
 5. **Coordinates work to ensure proper recordkeeping retention of paper and electronic copies of Register and ARM for legal research purposes.** This includes ensuring work processes provide for the archiving and microfilming of electronic and manual records, and to ensure effective storage and retrieval of information.
 6. **Develops and keeps standard operating procedures up to date** outlining processes followed in the production and publishing processes.

B. Technical Assistance and Training

25%

Provides technical assistance to the public, agency rule writers, attorneys and others to answer questions, provide support in rule submittals, formatting, notices, and required formatting, procedures and timelines. Responds to a wide variety of

questions on administrative rulemaking requirements; develops and provides training and instructional materials on administrative rule procedures, invoicing and billing for publication fees, conducts research, compiles information and distributes ARM materials to others. This duty also involves providing program information and responding verbally and in writing to inquiries from the public, state agencies, private businesses, and other interested parties.

1. **Provides technical assistance on administrative rulemaking requirements** to SOS and state agency personnel including attorneys, rule formatters, rule reviewers and management on issues related to compliance with applicable state laws, standards, and requirements. Instructs state agency staff on format and style requirements. Based upon individual state agency requests, provides procedural guidance, explains MAPA and ARM requirements, and recommends options and alternatives based upon individual agency needs.
2. **Develops and provides training and instructional materials** on administrative rulemaking submittal requirements and process, ARMI system application, applicable laws and regulations, and administrative rule procedures for state agencies and other interested parties.
3. **Creates invoices for publication fees** to ensure accurate and timely billing of state agencies. This includes determining appropriate charges based on services provided and established fee schedules; preparing and mailing invoices and updating the billing contact list.
4. **Researches, compiles, and distributes ARM and related information and materials** as necessary to provide accurate, complete, timely, and relevant responses to state agency and public inquiries. The incumbent determines specific information needs based upon general requests; identifies sources; and compiles and summarizes pertinent information, guidance, or updates to assist state agencies in preparing, formatting, and submitting rule notices or to assist public with historical questions. Enters request and related information onto work unit research tracking log.
5. **Provides program information or referrals** to appropriate sources of information to respond to inquiries from the public, state agencies, private businesses, and other interested parties. This involves asking questions to determine the nature of the inquiry, and applying knowledge of SOS resources and sources of information as well as a comprehensive knowledge of program policies and requirements. Explains program requirements and procedures, and refers requestors to external sources of information if appropriate, or drafts responses for the Division Deputy's review and signature.

C. Other Duties

5%

Perform a variety of other duties as assigned by the supervisor in support of the agency mission and work unit objectives. This includes exchanging information with agency staff and the public; providing training, education, and professional and technical assistance; directing special projects; participating in ongoing training and educational programs; representing the SOS on multistate working groups and committees; and performing a variety of other duties as directed.

2. Give specific examples of the types of problems solved, decisions made or procedures followed when performing the most frequent duties.

Problems solved include advising state agencies on questions related to administrative rulemaking procedures and resolving issues of noncompliance by detailing the nature and ramifications of noncompliance with statute, explaining the impact of noncompliance to agency administrative staff and attorneys, and providing guidance and information necessary to bring the notice into compliance. Decisions made include technical evaluation of state agency-submittals to ensure compliance with applicable regulations and to identify and correct errors or inconsistencies; evaluating rule notice statutory timeframes to ensure that publication, adoption, request for public hearing, and submission deadline dates conform to statute requirements; and ensuring all ARM publications include appropriate references and citations to ensure the rules and supporting documentation are usable and accessible for legal research purposes.

3. What is, in your opinion the most complicated part of the job?

The job requires ability to transform raw data and ideas into readable, understandable rule proposals; to identify inconsistencies or noncompliant sections that the agency needs to address in future rulemaking and the ability to integrate knowledge of the agency's historical performance with statutes and policies to determine the proper approach to ensuring that required ARM corrections and improvements are achieved.

4. What guidelines, manuals or written established procedures are available to the incumbent?

Guidelines, manuals or written established procedures available to the incumbent include the rules, state statutes, regulations and procedures of the ARM Services unit; legislative mandates affecting the administrative rule process; Montana legal terminologies and ramifications; the Montana Administrative Procedure Act, Montana Code Annotated, Gregg Reference manual, and agency policy.

5. The following duties are considered essential functions because they require specialized expertise and skill and are the primary reasons the job exists:

Duty A: Editorial review and publishing
Duty B: Technical Assistance and Training

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Medium to heavy lifting (less than 50 lbs.)
- Carry heavy items (mail trays, papers, books, publications)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Operating a personal computer
- Communicate in writing, in person, and over the phone

MENTAL

- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Instructing

6. Does this position supervise others? ☐ Yes ☒ No

Number directly supervised: 0

Complexity level of the positions supervised:

Position Number(s) of those supervised: 0

7. This position is responsible for:

- | | | | |
|---|---------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Hiring | <input type="checkbox"/> Firing | <input type="checkbox"/> Supervision | <input type="checkbox"/> Pay Level |
| <input type="checkbox"/> Performance Management | | <input type="checkbox"/> Promotions | <input type="checkbox"/> Discipline |
| <input type="checkbox"/> Other: | | | |

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

Knowledge:

The position requires knowledge of Administrative Rules process and procedures, Montana Administrative Procedure Act (MAPA); principles and practice of research and analysis; records retention requirements; desktop publishing practices; web-based

coding (html); office administration principles and practices; compliance evaluation processess; Montana legal terminologies; business English, spelling, grammar, and syntax; data management techniques and tools; relational databases; research methods and techniques; customer service standards; and technical writing for documentation.

Skills:

This position requires skill in planning and organizing work; technical problem resolution; interpreting laws; providing training and guidance to others; verbal and written communication; desktop publishing; the operation of general office equipment; typing and proofreading; public relations; and in accurately processing forms.

Behaviors required to perform these duties?

- **Verbal Communication:** Keeps appropriate individuals informed. Listens to others respectfully, understands or seeks clarification, and responds appropriately demonstrating tact and diplomacy. Expresses thoughts and ideas clearly. Maintains a positive work atmosphere by behaving and communicating in a manner that promotes cooperation with customers, clients, co-workers and managers.
- **Written Communication:** Writes clearly, logically and effectively using proper style, tone, grammar, spelling and punctuation. Written work products are appropriate to the intended audience
- **Flexible at Work:** Responds positively to changes in direction, priorities, responsibilities, personnel or assignments. Works effectively in a variety of situations and with a variety of individuals or groups. Maintains composure and displays restraint when faced with opposition, stress, or hostility from others.
- **Working with Others:** Relates to others in an open and accepting manner; is approachable. Offers and accepts opinions constructively. Adjusts to how individuals and the work unit will react. Treats others with respect. Constructively resolves disagreements. Is open to others' ideas and gives credit and recognition to others. Strives to create a positive work climate and energizes and inspires others to do their best.
- **Responsive to Work Needs:** Willing to perform different jobs, cross train, or assist wherever needed. Is aware of co-worker workload and responds accordingly.
- **Initiative:** Suggests improvements and new ideas, technologies and approaches to the workflow and Division needs. Willingly applies new and evolving ideas, methods, designs and technologies as changes arise in the office.
- **Efficiency and Focus:** Uses time effectively and prioritizes tasks. Is aware of workload and makes appropriate adjustments to meet deadlines and complete tasks. Handles interruptions or distractions and stays on task. Achieves goals.
- **Accuracy:** Ensures accuracy of work and makes corrections in a timely manner. Is conscientious and monitors own quality of work.

- **Attendance:** Arrives on time for work and demonstrates good attendance record.
- **Organizational Awareness:** Understands and follows the rules, policies and laws that govern work. Identifies key decision-makers; understands and respects the balance of authority. Acts in accordance with the State Ethics policy. Represents self and the office in a professional manner.

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No education required | <input checked="" type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable and related fields of study: a two-year degree in Business, Public Administration, Business Technology, Paralegal, or a related field. Coursework in technical writing preferred.

Required/Acceptable:

Related:

Other education, training, certification, or licensing required (specify):

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No prior experience required | <input checked="" type="checkbox"/> 3 to 4 years |
| <input type="checkbox"/> 1 to 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience (optional): Requires two years of directly related editorial and administrative experience including customer service, regulatory or legal, desktop publishing and technical writing experience.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include:

A high school diploma or GED plus five years of progressively responsible legal or regulatory experience including compliance evaluation, customer service, and technical writing experience.

SECTION IV – Other Important Job Information

Work is performed in a normal office environment, and the position requires the ability to communicate effectively in person, in writing, and over the phone. Work hours vary in complying with numerous deadlines, customer requests, interruptions and wide fluctuations in work volumes, and deadlines require the employee to be able to work under pressure for long periods of time.

SECTION V – Signatures

My signature below (typed or hand written) indicates the statements in Section I to IV are accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Deputy:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

Name: _____

Title: _____

Signature: _____

Date: _____
